

OFFICE OF THE CHIEF OF POLICE

SPECIAL ORDER NO. 25

September 24, 2002

**SUBJECT: DATA COLLECTION FOR MOTOR VEHICLE OR PEDESTRIAN
STOPS - REVISED**

PURPOSE: Special Order No. 35, "Data Collection for Motor Vehicle and Pedestrian Stops," dated October 19, 2001, outlined the procedure for data collection of motor vehicle and pedestrian stops. The initial procedure required officers who voided a Field Data Report (FDR) to leave the form in the Field Data Report book.

Additionally, supervisors reviewing FDRs for completeness and accuracy were instructed to place their initials and serial number on the front, lower right corner, of each page. However, writing initials and serial numbers on the front, lower right corner, has caused false readings by the scanners.

This Order revises the procedure for voiding an FDR, the supervisor approval process, as well as the input of FDR information into the "STOP" application program in the Local Area Network (LAN).

PROCEDURE:

I. RESPONSIBILITIES FOR COMPLETION AND TRACKING.

A. Officer's Responsibility. When it becomes necessary for an officer to void an FDR, he/she shall write "VOID" in uppercase letters across the original FDR and place his/her signature, serial number, and date voided on the front of the form. If there is an error, the FDR must be voided and a replacement completed. However, if information was omitted and the FDR can be corrected by filling in missing information, no void is necessary.

The voided FDR shall be removed and submitted with the Daily Field Activities Report (DFAR) Form 15.52.0, or at the end of watch to a designated supervisor, for those officers not required to complete a DFAR. Officers shall leave the yellow copy of the voided FDR in the Field Data Report Book, and shall ensure that "VOID" is clearly written in uppercase letters across the yellow copy.

Note: As a reminder, officers shall complete all FDRs, and voids, in blue or black ink. No substance shall be applied to FDRs (i.e., correction fluid or tape).

- B. Supervisor's Responsibility.** Supervisors shall continue to review FDRs to ensure they are properly completed. Upon review, supervisors shall place their initials and serial number on the back of the FDR, in the lower right corner, to signify approval. However, if the FDR is incorrect or missing information, it shall be returned to the completing officer for a replacement FDR or correction.

When a FDR is submitted as "VOID," it shall be forwarded to Information Technology Division (ITD) for filing without a batch cover sheet.

- C. Commanding Officer's Responsibility.** Commanding officers shall ensure the voided FDR number is entered into the "STOP" application, via the LAN. Additionally, commanding officers shall ensure an employee(s) is assigned to enter the information required for the voided FDRs, in order to properly account for each FDR.

- D. Personnel Assigned Entry of Voids.** Personnel assigned to enter voided FDR information (FDR number, serial number, date, Area, division) shall follow protocol established by ITD.

Note: A manual entitled "STOP Manual" is available to guide personnel through this correction process and is available from ITD or on the LAN, located under the "STOP" application icon.

Voided FDR numbers shall be entered into the "STOP" application, via the LAN, by personnel within five working days from when they were submitted.

AMENDMENTS: This Order amends Sections 4/202.02 and 4/203.40 of the Department Manual.

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AUDIT RESPONSIBILITIES: The Commanding Officer, Administrative Group, shall monitor compliance with this directive in accordance with Department Manual Section 0/080.30.

MARTIN H. POMEROY
Chief of Police

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